

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY
REGULAR/REORGANIZATION MEETING MINUTES**

April 9, 2018

I. CALL TO ORDER

Mr. Kepnes, Board Secretary, called the meeting to order at 5:00 pm

II. DECLARATION OF OPEN PUBLIC MEETINGS ACT

“Adequate notice of this public meeting has been made in accordance with the provisions set forth in the Open Public Meetings Act, Chapter 231, Laws of 1975. The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. The Sussex County Charter School for Technology has caused notice of this meeting to be published by having the date, time and place thereof posted in the Board Administrative Offices, in the New Jersey Herald, the County Superintendent’s Office and the County Administrator.”

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

	PRESENT	ABSENT
Dr. Edwin Selby (Board President)		√
Ms. Michelle Syre (Vice President)	√	
Mr. Tom Mitchell	√	
Dr. Mary Rapuano	√	
Ms. Lesa McGuinness	√	
Mr. Jason Apter	√	
Ms. Stephanie DePinto	√	

Reading of Code of Ethics for School Board Members, Title 18A:12-24.1

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

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- c. I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

V. ADMINISTRATION OF OATH AND ELECTION OF OFFICERS

**Mr. Kenes administered the oath of office:
Michelle Syre
Mary Rapuano**

VI. ELECTION OF OFFICERS

**A. NOMINATION AND VOTE FOR THE POSITION OF BOARD
PRESIDENT**

A motion was made by Mrs. DePinto, seconded by Dr. Rapuano, to nominate Dr. Selby for **President** of the Sussex County Charter School for Technology Board of Trustees.

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A motion was made by Mrs. Syre, seconded by Dr. Rapuano, to close nominations for **President** of the Sussex County Charter School for Technology Board of Trustees.

The motion was carried by unanimous roll call vote to elect Dr. Selby as President.

B. NOMINATION AND VOTE FOR THE POSITION OF BOARD VICE PRESIDENT

A motion was made by Mrs. Syre, seconded by Mr. Apter, to nominate Dr. Rapuano for **Vice-President** of the Sussex County Charter School for Technology Board of Trustees.

A motion was made by Mrs. DePinto, seconded by Mrs. Syre, to close nominations for **Vice-President** of the Sussex County Charter School for Technology Board of Trustees.

The motion was carried by unanimous roll call vote to elect Dr. Rapuano as Vice President

VII. APPOINTMENT OF COMMITTEES

Building and Grounds:
Personnel & Negotiations:
Curriculum & Policy
Finance:
Public Relations:
Technology:

VIII. ACTION ON MATTERS PERTAINING TO REORGANIZATION

Mrs. Syre made a motion to approve the following items, seconded by Mr. Mitchell and carried by a unanimous roll call vote.

WHEREAS, the Board Bylaws outline the procedures to be used in the Reorganization Meeting, and

WHEREAS, the insurance agent has been appointed at the Reorganization Meeting by past practice, now therefore be it

RESOLVED, by the Board of Trustees of the Sussex County Charter School for Technology that all existing bylaws and policies and regulations, contract and agreements as established by act and practice of previous Boards of Trustees and courses of study are to remain in force and effect until such time as the present Board necessitates change by way of resolution, and, be it further

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RESOLVED, that the Board establish use of State Contracts for purchasing throughout the school year whenever possible, and be it further

RESOLVED, that the quote threshold be established at \$6,000 and the bid threshold at \$40,000, and be it further

RESOLVED, that the board approve continued participation in the E-Rate program: Alliance for Competitive Energy Services (ACES), and be it further

RESOLVED, that the following appointments be made for the period April 1, 2018 through March 31, 2019, or until a replacement is named:

<u>Title</u>	<u>Name of Organization</u>	<u>Amount</u>
Board Attorney	Weiner Lesniak LLP	Fee
Depository for School Funds any bank having Branches in Sussex County	PNC Bank	N/A
Depository for School Funds Any bank having branches In Sussex County	Sussex Bank	N/A
Board Newspaper New Jersey Sunday Herald	New Jersey Herald (weekly)	Fee

And, be it further

RESOLVED, that the following appointments be made through June 30, 2019:

<u>Title</u>	<u>Name</u>
Board Secretary/ Business Administrator	Steven Kepnes
Qualified Purchasing Agent	Steven Kepnes
ERIC West Health & Safety	Steven Kepnes
Public Agency Compliance Officer	Steven Kepnes
Treasurer of School Monies	Candace Leatham
Public School Accountant	Nisivoccia LLP
Insurance Agent of Record	Connor Strong Inc. Co
Affirmative Action Officer	Noreen Lazariuk
“504” Officer	Noreen Lazariuk
Title IX Coordinator	Noreen Lazariuk

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Indoor Air Quality	Noreen Lazariuk
Integrated Pest Management Officer	Noreen Lazariuk

And, be it further

RESOLVED, that the following petty cash funds be established:
Business Office Petty Cash \$200.00

And be it further

RESOLVED, that the following Tax Shelter/Disability providers be approved:
AFLAC; AXA Equitable; First Investors; Horizon; Lincoln Investment.

And be it further

RESOLVED that the Board of Trustees authorize the Executive Director and Business Administrator to implement the 2018-2019 budget once authorized and finalized, pursuant to state policies and regulations

And be it further

RESOLVED, that the Board approve the following schedule of meetings to be held by the Board of Trustees of the Sussex County Charter School for Technology at 5:00pm, at the Sussex County Charter School for Technology, 385 North Church Road, Sparta, NJ 07871:

Day and Date

Monday, May 7, 2018
Monday, June 11, 2018
Monday, July 9, 2018
Monday, August 13, 2018
Monday, September 10, 2018
Monday, October 8, 2018
Monday, November 12, 2018
Monday, December 10, 2018
Monday, January 14, 2019
Monday, February 11, 2019
Monday, March 11, 2019
Monday, April 8, 2019 Reorganization Meeting

And, be it further

RESOLVED, that the following Order of Business (Agenda) be approved:

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REGULAR BUSINESS AGENDA

- I. Call to Order
- II. Declaration of Open Public Meetings Act
- III. Pledge of Allegiance
- IV. Roll Call
- V. Approval of Minutes
- VI. Correspondence
- VII. Comments
 - A. President's Comments
 - B. Committee Reports
 - C. Board Member Comments
 - D. Student Liaison Comments
 - E. PTO Liason Comments
 - F. Faculty Comments
 - G. Alumni Liaison Comments
 - H. Presentations
- VIII. Executive Director's Information
- IX. Principal's Information
- X. Business Administrator's Information
- XI. Public Participation (Agenda Items Only)
- XII. Board Action on Agenda Items
- XIII. Old Business
- XIV. Public Participation
- XV. New Business
- XVI. Board Members Comments
- XVII. Closed Session (If Required)
- XVIII. Return to Open Session to Act on Closed Session Matters as Required
- XIX. Adjournment

REORGANIZATION/REGULAR MEETING

- I. Call to Order (Board Secretary)
- II. Declaration of Open Public Meeting Act
- III. Pledge of Allegiance
- IV. Roll Call
- V. Administration of Oath of Office
- VI. Election of Officers
 - A. Call for the Nomination for the Position of Board President
 - Vote to Close Nominations.
 - Vote for the Position of Board President.
 - Statement by Board President
 - B. Call for the Nomination for the Position of Board Vice President
 - Vote for Close Nominations
 - Vote for osition of Board Vice President
 - Statement by Board Vice President
- VII. Adjournment

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V. APPROVAL OF MINUTES

Mrs. DePinto made a motion to approve the following meeting minutes, seconded by Mrs. Syre and carried by a unanimous voice vote.

Regular Meeting Minutes of March 12, 2018.

Mrs. DePinto made a motion to approve the following meeting minutes, seconded by Mr. Mitchell and carried by a unanimous voice vote.

Closed Session Meeting Minutes of March 12, 2018

VI. CORRESPONDENCE

None

VII. COMMENTS

- A. President's Comments
- B. Committee Reports.
 - Building and Grounds
 - Personnel & Negotiations
 - Curriculum & Policy
 - Finance
 - Public Relations
 - Technology
- C. Board Member Comments: Mrs. Syre informed the Board of a security meeting later in April.
- D. Faculty/ Staff Comments
- E. Student Liaison Comments
- F. PTO Comments
- G. Presentations

VIII. EXECUTIVE DIRECTOR'S INFORMATION

Enrollment for the month of March 2018, was 225 students.

Mrs. Lazariuk informed the Board that there is a waiting list of students who would like to attend the Charter School.

For the month of March 2018, a Fire Drill was held on March 27, 2018 at 9:53 am.

For the month of March 29 2018, a Shelter in Place was held on March 29, 2018 at 12:06 pm.

IX. BUSINESS ADMINISTRATOR'S INFORMATION

Mr. Kepnes provided an update regarding the 2018-2019 budget.

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X. PUBLIC PARTICIPATION

None heard

XI. BOARD ACTION ON AGENDA ITEMS

BUSINESS RECOMMENDATIONS

Mr. Mitchell made a motion to approve the following items, seconded by Mrs. McGuinness and carried by a unanimous roll call vote.

1. RESOLVED that the Board of Trustees approve the Board Secretary's Report for the month ending February 2018.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending February 2018.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of February 28, 2018, no line item account has been over-expended in violation of NJSA 18A:19-2.
4. RESOLVED, that pursuant NJSA to NJSA 18A:19-2, the Board of Trustees certify that as of February 28, 2018, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending February 28 2018 upon consultation with the appropriate Charter School officials, to the best of our knowledge no major account or fund has been over expended in violation of NJSA 18A: 19-4 and that sufficient funds are available to meet the Charter School's financial obligations for the remainder of the fiscal year.
5. RESOLVED, that the Board of Trustees approve the motion, in compliance with NJSA 18A:22-8.1, for the budgetary transfers for the month of February 28, 2018 in the amount of \$1,650.00 to ensure that no line items are over expended.
6. RESOLVED, that the Board of Trustees approve the Check Register for the month ending March 2018 in the amount of \$417,213.84, inclusive of March 2018 payroll in the amount of \$213,904.23.
7. RESOLVED, that the Board of Trustees approve the following non-repairable items be removed from inventory and decommissioned:

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8. RESOLVED, that the Board of Trustees approve the 2018-2019 budget and submission to the State NJ as follows:

APPROPRIATIONS

General Fund Appropriations: \$4,013,751.00

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Grants	\$ 85,000.00
TOTAL APPROPRIATIONS:	\$4,098,751.00

REVENUE

State Charter School Aid:	\$4,013,751.00
Grants	\$ 85,000.00
TOTAL REVENUE:	\$4,098,751.00

EDUCATION

Mrs. Syre made a motion to approve the following items, seconded by Mr. Mitchell and carried by a unanimous roll call vote.

1. RESOLVED, that the Board of Trustees acknowledge there were 1 Harassment, Intimidation, and Bullying (HIB) Reports for March 2018 and 1 Harassment, Intimidation, and Bullying (HIB) investigations from February that were found not to be HIB cases.
2. RESOLVED, that the Board of Trustees approve the Sussex County Charter School for Technology 2017-2018 school calendar days, retroactively: See Attached.
3. RESOLVED, that the Board of Trustees approve the donation of (2) EZ-Robot Revolution Robot- Adventure Bot and (1) EZ-Robot Revolution Robot- Roll over funded by Donorschoose.org.
4. RESOLVED, that the Board of Trustees approve PARCC testing April 30th- May 4th, 2018.
5. RESOLVED, that the Board of Trustees approve an OSCAR Pet Adoption day Saturday April 21, 2018, sponsored by SCCST Pet Rescue Club.
6. RESOLVED, that the Board of Trustees approve hosting a Harlem Wizards fundraising event October 2018 at Morris County Community College along with The Rose House.
7. RESOLVED, that the Board of Trustees approve the amended date to the following upcoming field trip:

Date	Event	Grade	Location	Chaperones	Cost
6/5/2018	Martin Guitar	8	Nazareth PA	Steinetz	\$15

PERSONNEL

Mrs. Syre made a motion to approve the following items, seconded by Mrs. McGuinness and carried by a unanimous roll call vote.

1. RESOLVED, that the Board of Trustees approve the hiring of substitute nurse, Carrie Loewrigkeit for the 2017-2018 school year \$125.00 per day.

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2. RESOLVED, that the Board of Trustees reappoint Candace Leatham to the position of part-time treasurer for the 2018-2019 school year at a salary of \$2,122.00.

POLICY

Mrs. DePinto made a motion to approve the following item, seconded by Mr. Mitchell and carried by a unanimous voice vote.

1. RESOLVED, that the Board of Trustees approve the second reading of Policy 3282-Teaching Staff Members Use of Social Networking Sites.

XII. NEW BUSINESS

The Board briefly discussed the scheduling of a summer retreat.

XIII. CLOSED SESSION:

Mrs. Syre made a motion at 5:35, to enter into closed session for the purpose of discussing negotiations with the Education Association. Mrs. DePinto seconded the motion and the motion passed by unanimous voice vote.

XIV. RETURN TO OPEN SESSION

Mrs. Syre made a motion at 5:44, to enter back into open session.
Mr. Mitchell seconded the motion and the motion passed by unanimous voice vote.

XV. PUBLIC PARTICIPATION

None heard

XVI. BOARD MEMBER COMMENTS

None heard

XVII. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Mitchell and seconded by Mrs. Syre to adjourn the meeting at 5:54 pm.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Steven Kepnes
Board Secretary